

Ton Duc Thang University CENTER FOR APPLIED INFORMATION TECHNOLOGY



Course Lecture

MOS WORD 2016

Website: cait.tdtu.edu.vn

Facebook: <https://facebook.com/trungtamtinhoc>

- Textbooks

- [1]. Joan E. Lambert, [2017] MOS 2016 Study Guide for Microsoft Word

- Main references:

- [2]. Wiley, [2016]. Microsoft Official Academic Course MICROSOFT WORD 2016.
- [3]. Windows 10 tutorialspoint SIMPLY EASY LEARNING [2018].

Ton Duc Thang University

Chapter 4

INSERTING AND FORMATTING OBJECTS IN A DOCUMENT

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

Chapter 4. Inserting and formatting objects in a document



4.6 Create and manipulate Tables

4.7 Create Bookmarks and Hyperlinks

4.8 Insert Cover pages

4.9 Create and modify Headers and Footers

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

4.1 Insert and format Pictures

1/. Insert Pictures

2/. Format Pictures

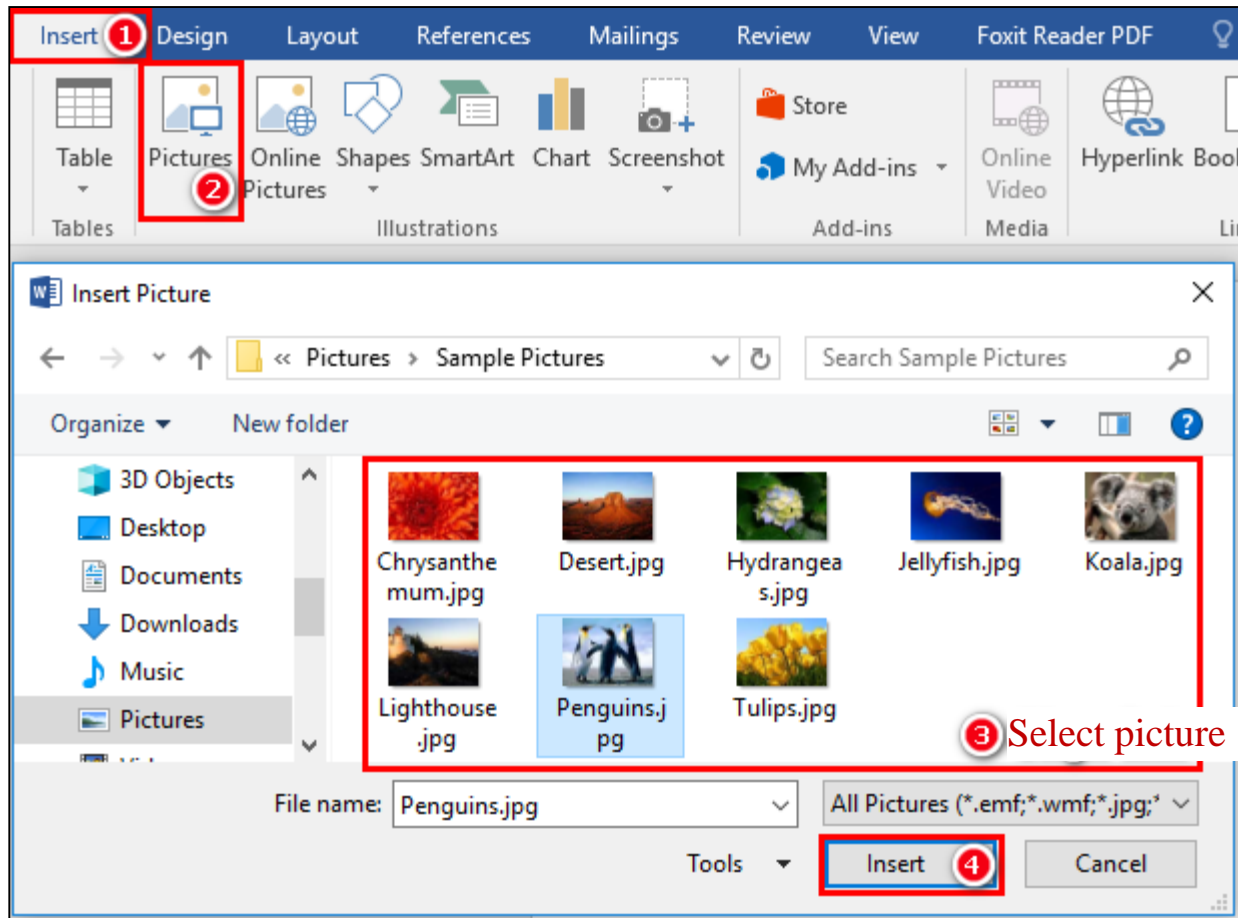
4.1 Insert and format Pictures

1/. Insert Pictures

2/. Format Pictures

1- Insert Pictures

- Insert a picture from a file



4.1 Insert and format Pictures

1/. Insert Pictures

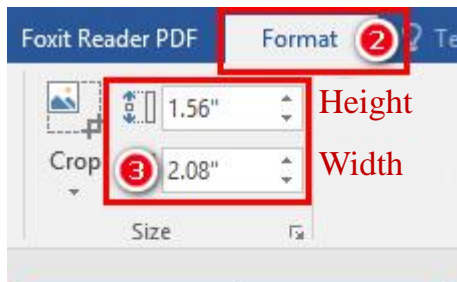
2/. Format Pictures

2- Format Pictures

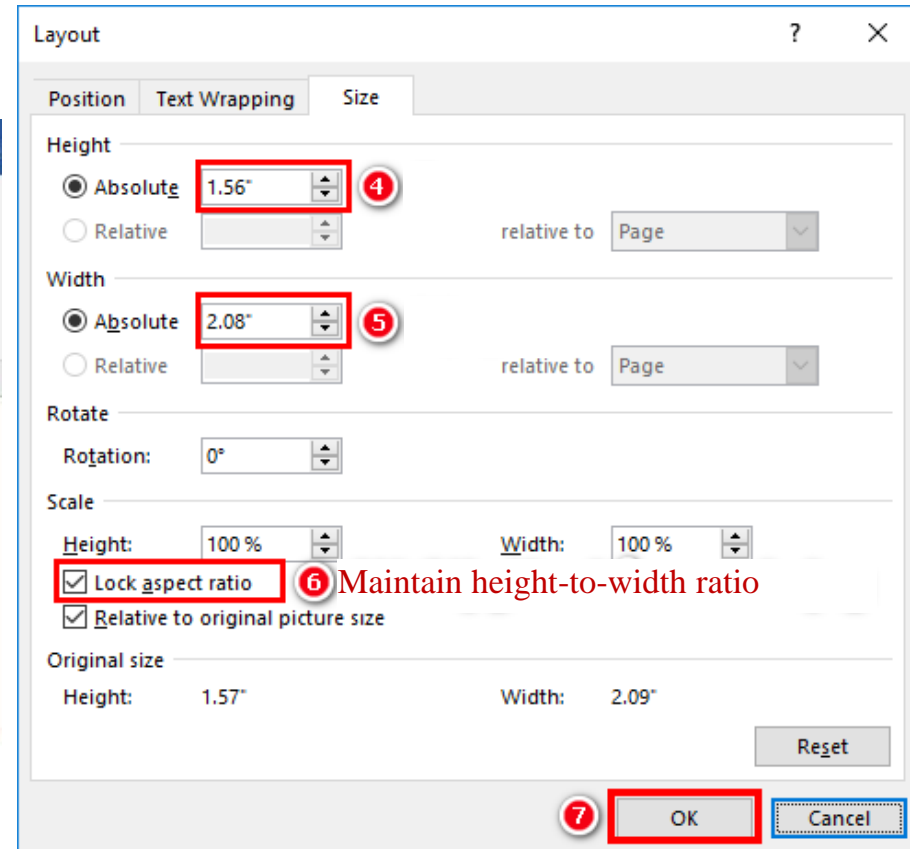
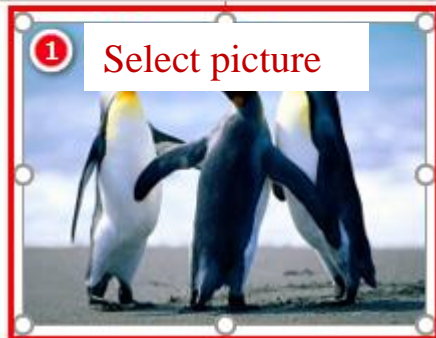
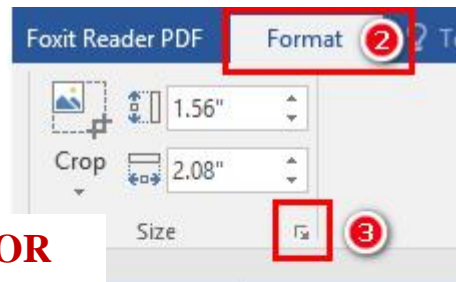
- a. Change the size of a picture
- b. Rotate a picture
- c. Change a picture's position
- d. Change a picture's position relative to the document
- e. Apply a style to a picture
- f. Apply an effect to a picture (effects, artistic effects)
- g. Change the color of a picture
- h. Change the brightness/contrast, softness/sharpness of a picture
- i. Compress a picture
- j. Remove the background of a picture
- k. Reset a picture
- l. Change the alternative text of a picture

2- Format Pictures

a. Change the size of a picture

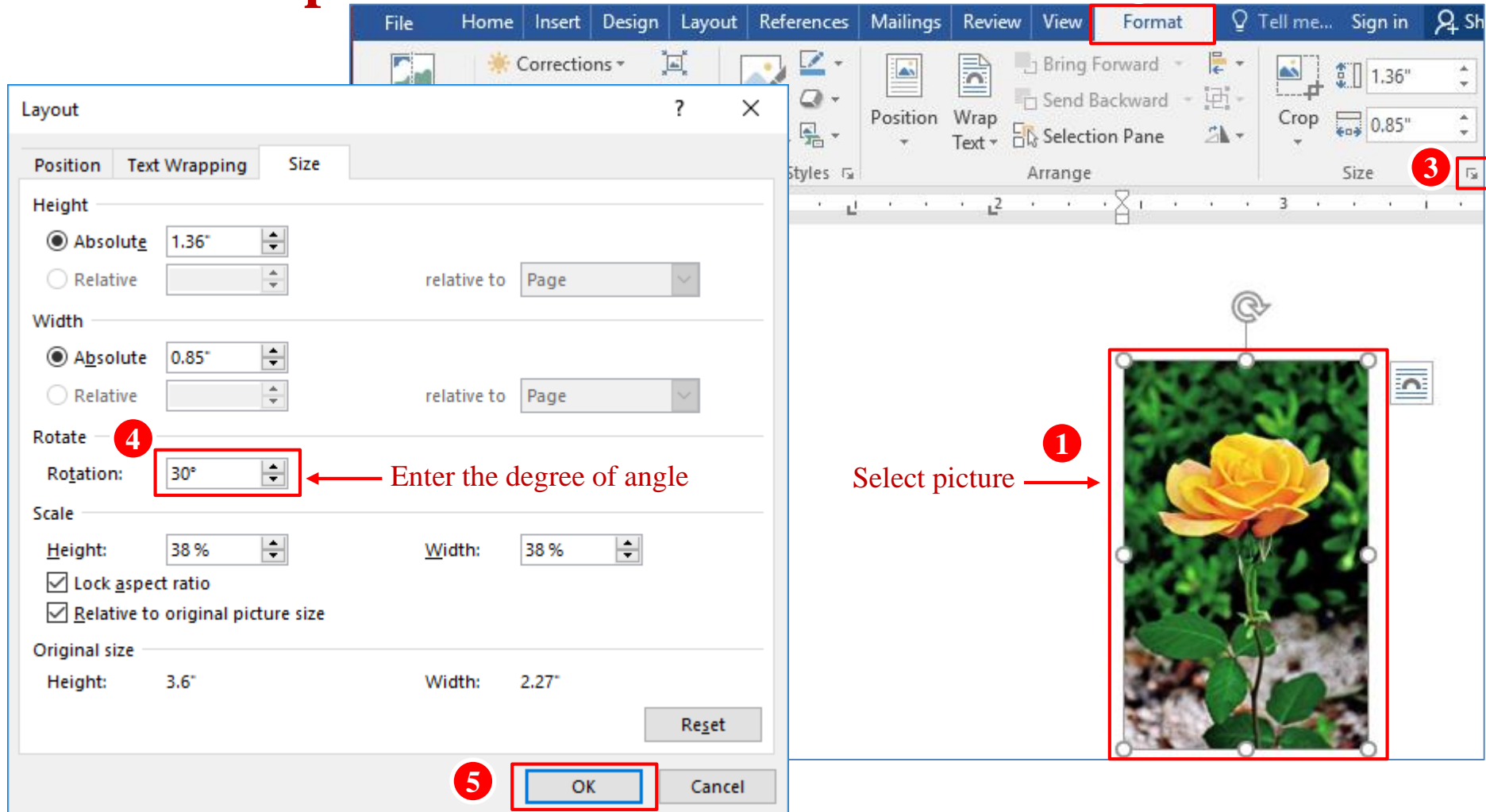


OR



2- Format Pictures

b. Rotate a picture

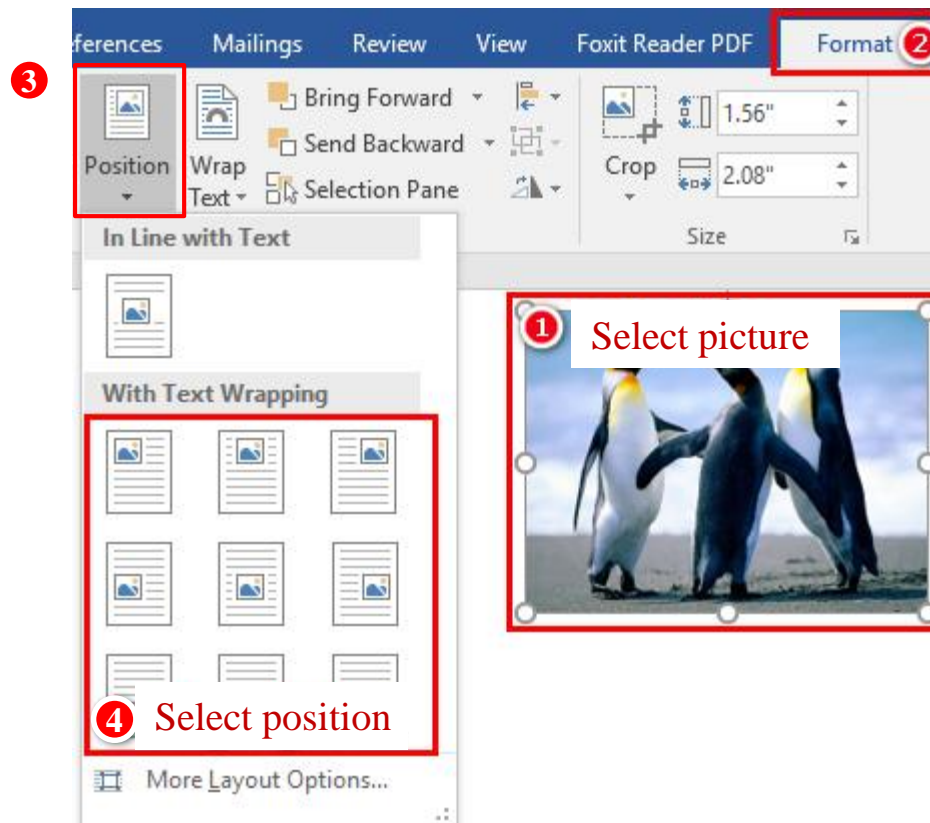


The screenshot illustrates the steps to rotate a picture in Microsoft Word:

- Select picture**: A red arrow points to the yellow rose image in the document.
- Format tab**: The ribbon is set to the **Format** tab, which is highlighted with a red box.
- Crop button**: The **Crop** button in the **Size** group is highlighted with a red box.
- Layout task pane**: The **Layout** task pane is open, showing the **Size** tab. The **Rotate** section is expanded, and the **Rotation** value is set to **30°**, which is highlighted with a red box. A red arrow points to this value with the text "Enter the degree of angle".
- OK button**: The **OK** button at the bottom of the Layout task pane is highlighted with a red box.

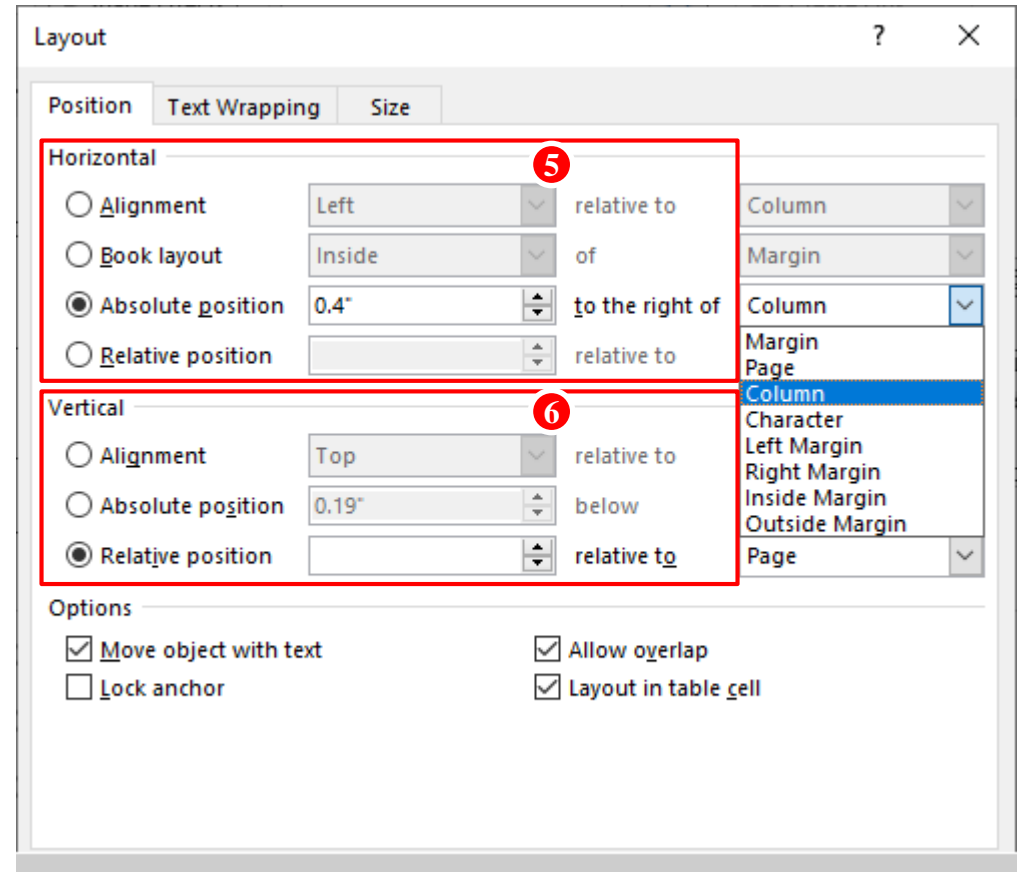
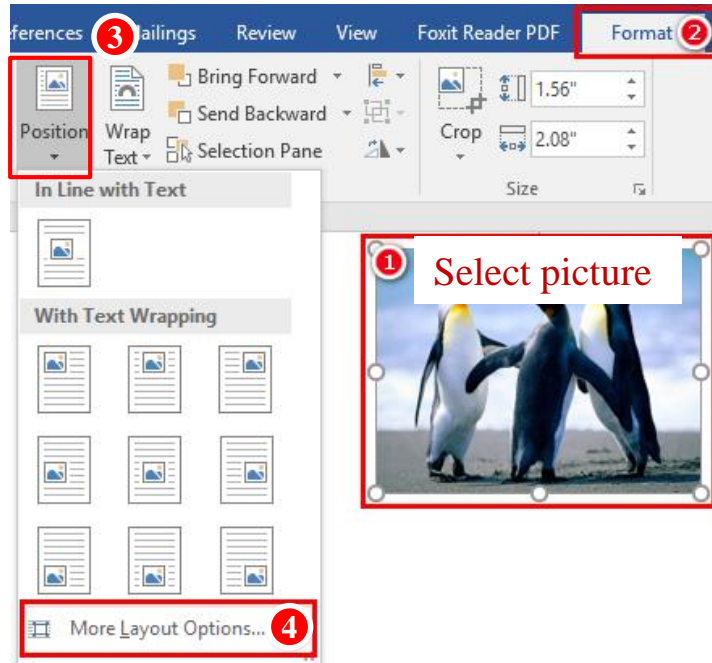
2- Format Pictures

c. Change a picture's position: built-in position



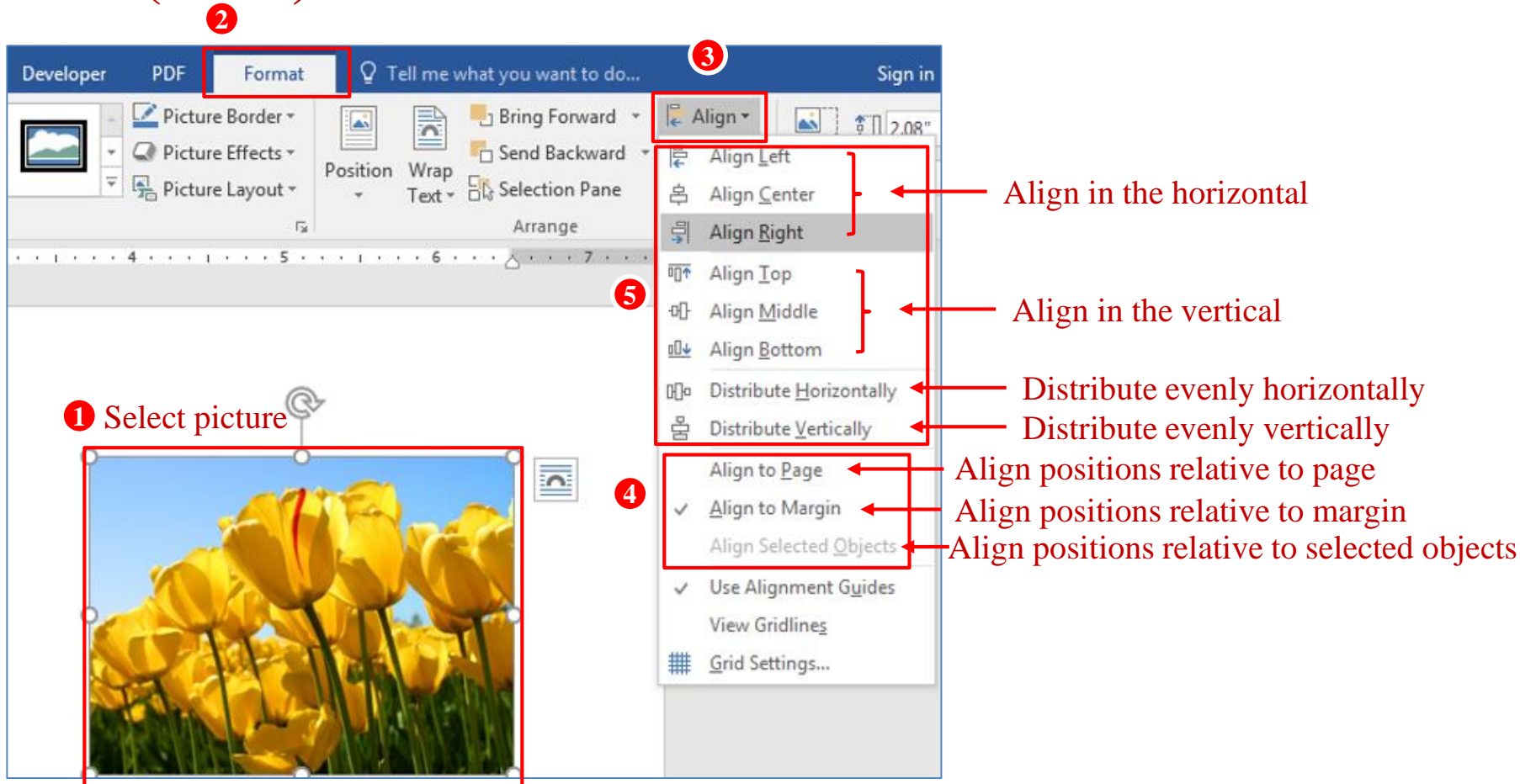
2- Format Pictures

c. Change a picture's position: in the horizontal and vertical



2- Format Pictures

c. Change a picture's position: in the horizontal and vertical (cont.)



The screenshot shows the Microsoft Word interface with the **Format** tab selected. The **Align** dropdown menu is open, displaying various alignment options. Red annotations and arrows point to specific features:

- 1 Select picture:** Points to a picture of yellow tulips in the document area.
- 2:** Points to the **Format** tab in the ribbon.
- 3:** Points to the **Align** dropdown button in the **Arrange** group.
- 4:** Points to the **Align to Margin** option in the dropdown menu.
- 5:** Points to the **Align Top** option in the dropdown menu.

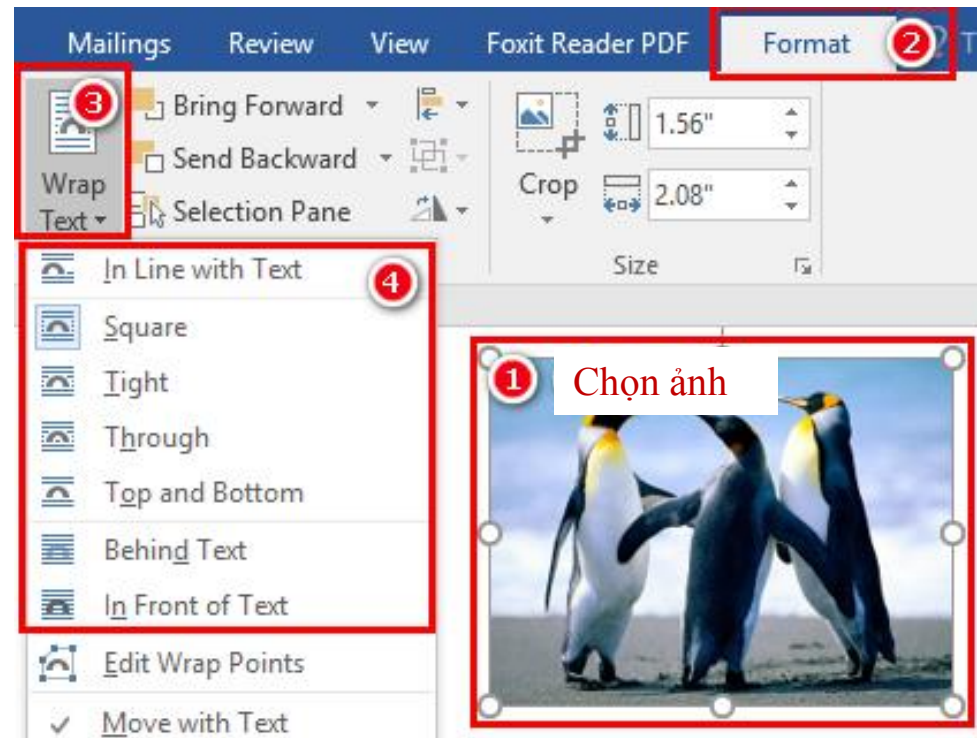
Annotations for the **Align** menu items:

- Align Left, Align Center, Align Right:** Align in the horizontal
- Align Top, Align Middle, Align Bottom:** Align in the vertical
- Distribute Horizontally:** Distribute evenly horizontally
- Distribute Vertically:** Distribute evenly vertically
- Align to Page:** Align positions relative to page
- Align to Margin:** Align positions relative to margin
- Align Selected Objects:** Align positions relative to selected objects

2- Format Pictures

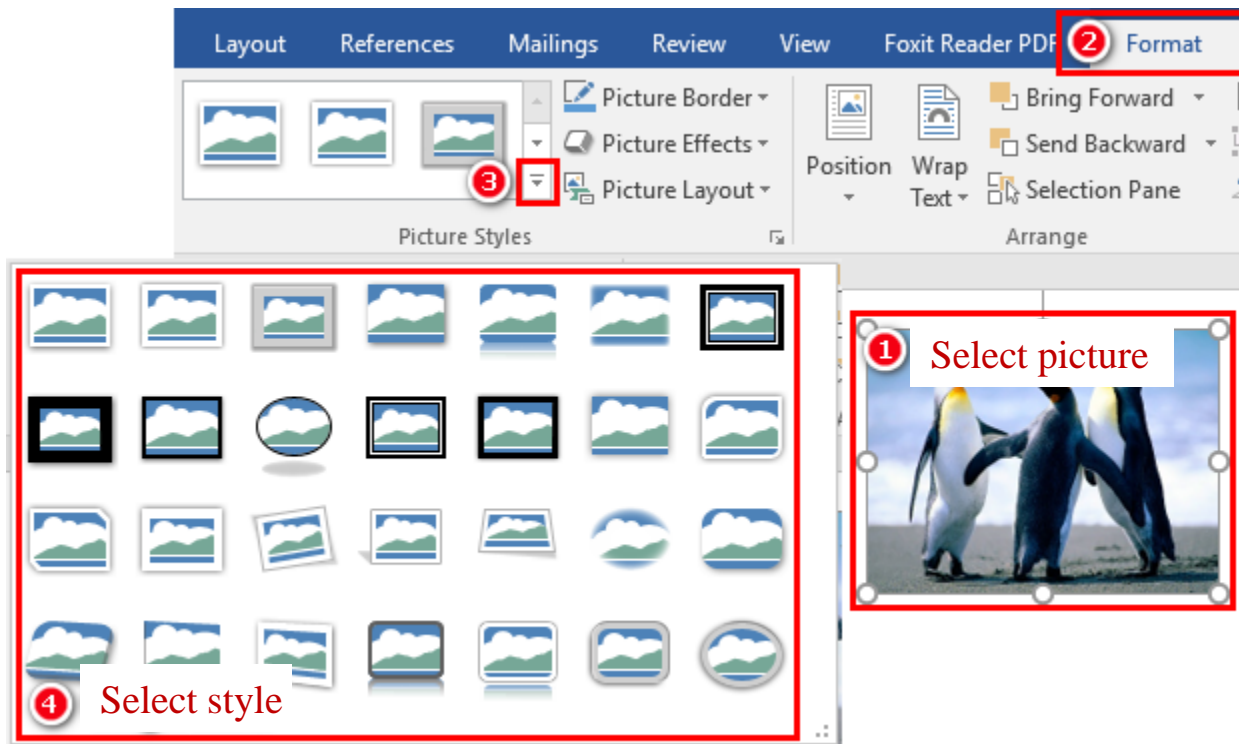
d. Change a picture's position relative to the document

- Picture is on same line with text →
- Text is around the picture with a rectangle →
- Text is around the border of the picture →
- Text goes through the picture →
- Text is above and below the picture →
- Picture is behind text →
- Picture is in front of text →



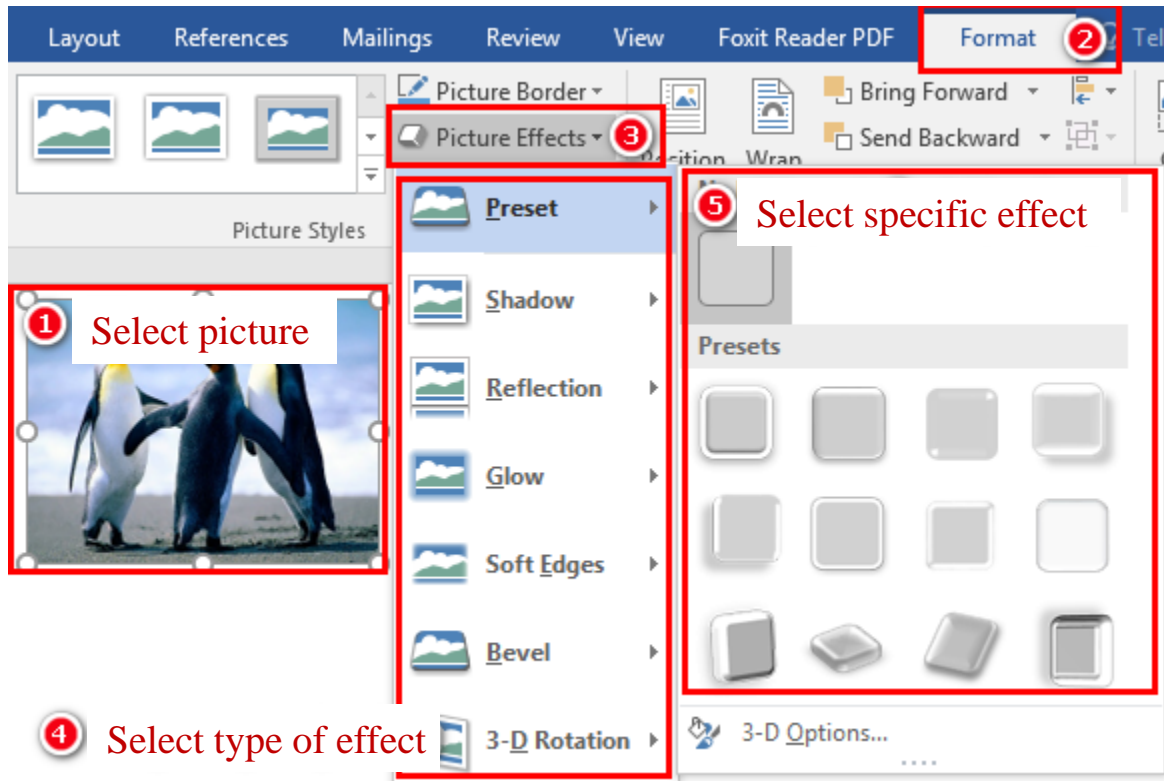
2- Format Pictures

e. Apply a style to a picture



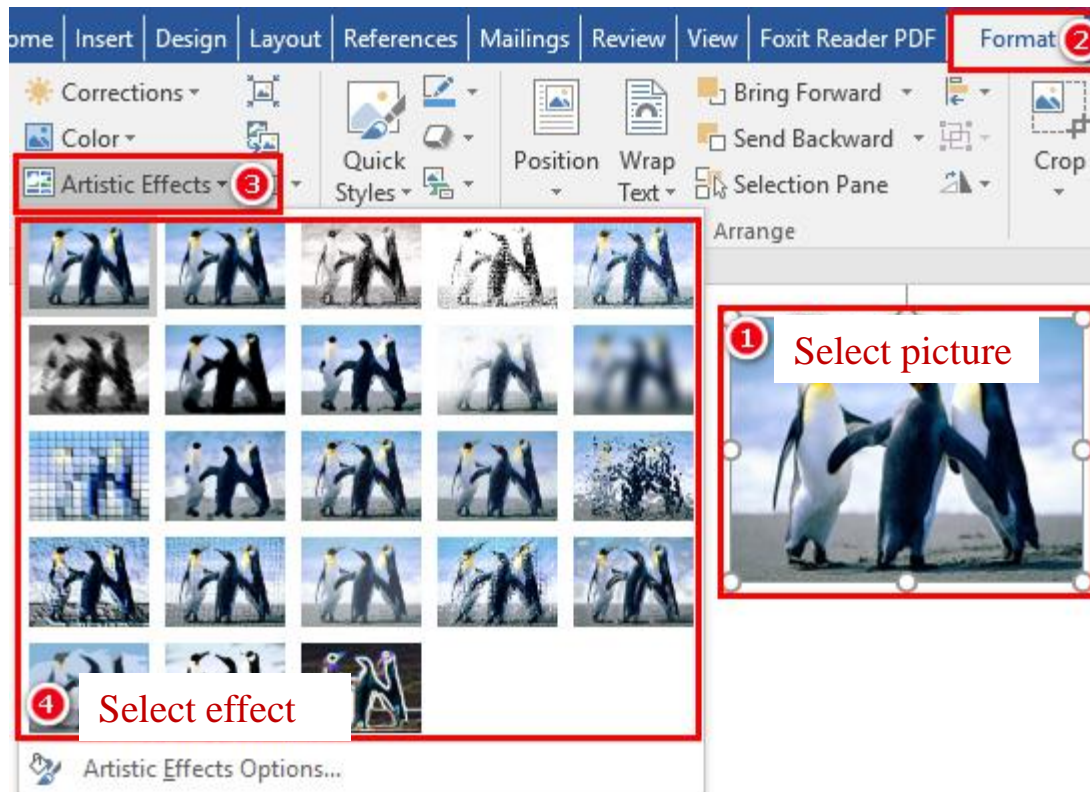
2- Format Pictures

f. Apply an effect to a picture: Picture effects



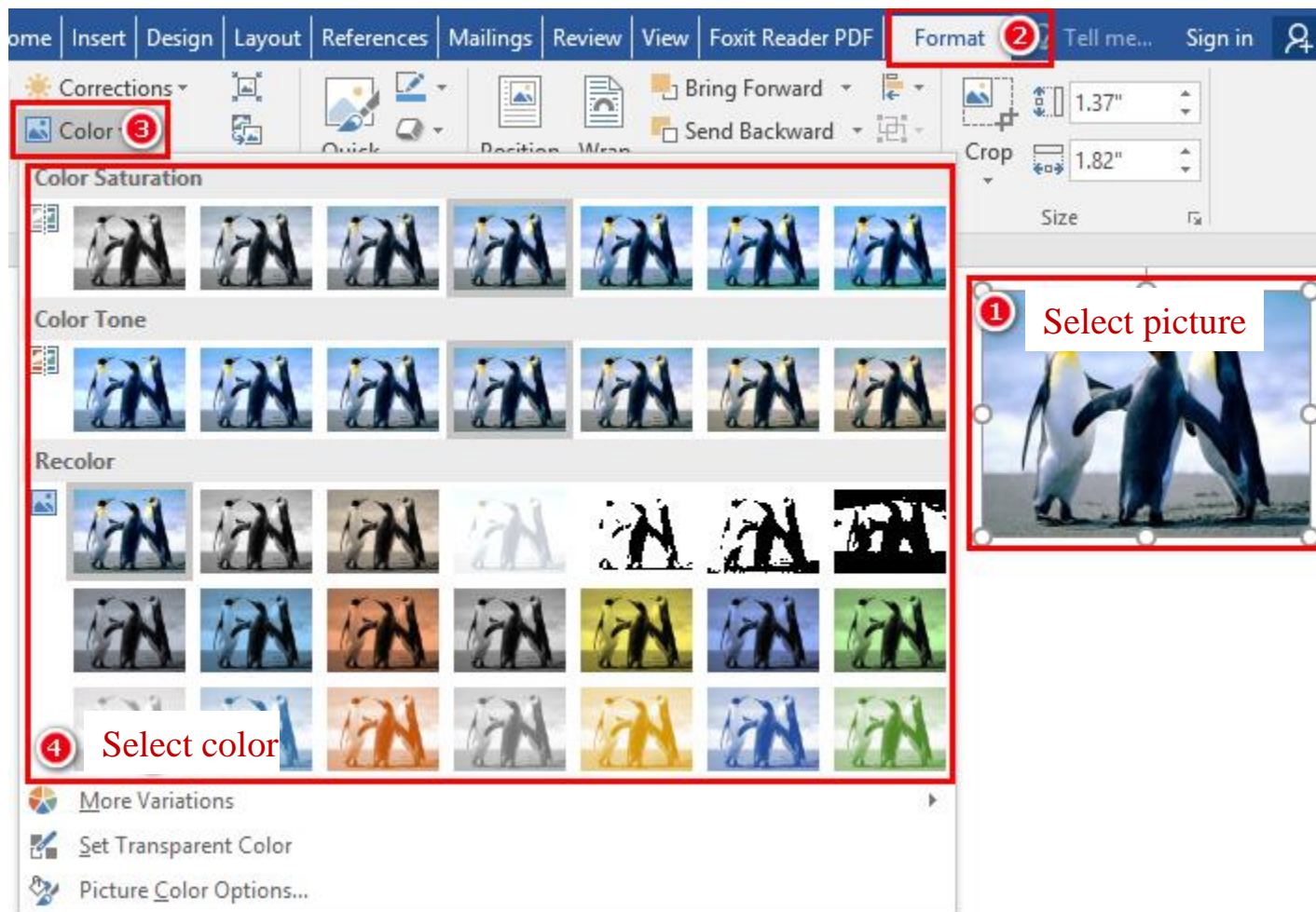
2- Format Pictures

f. Apply an effect to a picture: Artistic effects



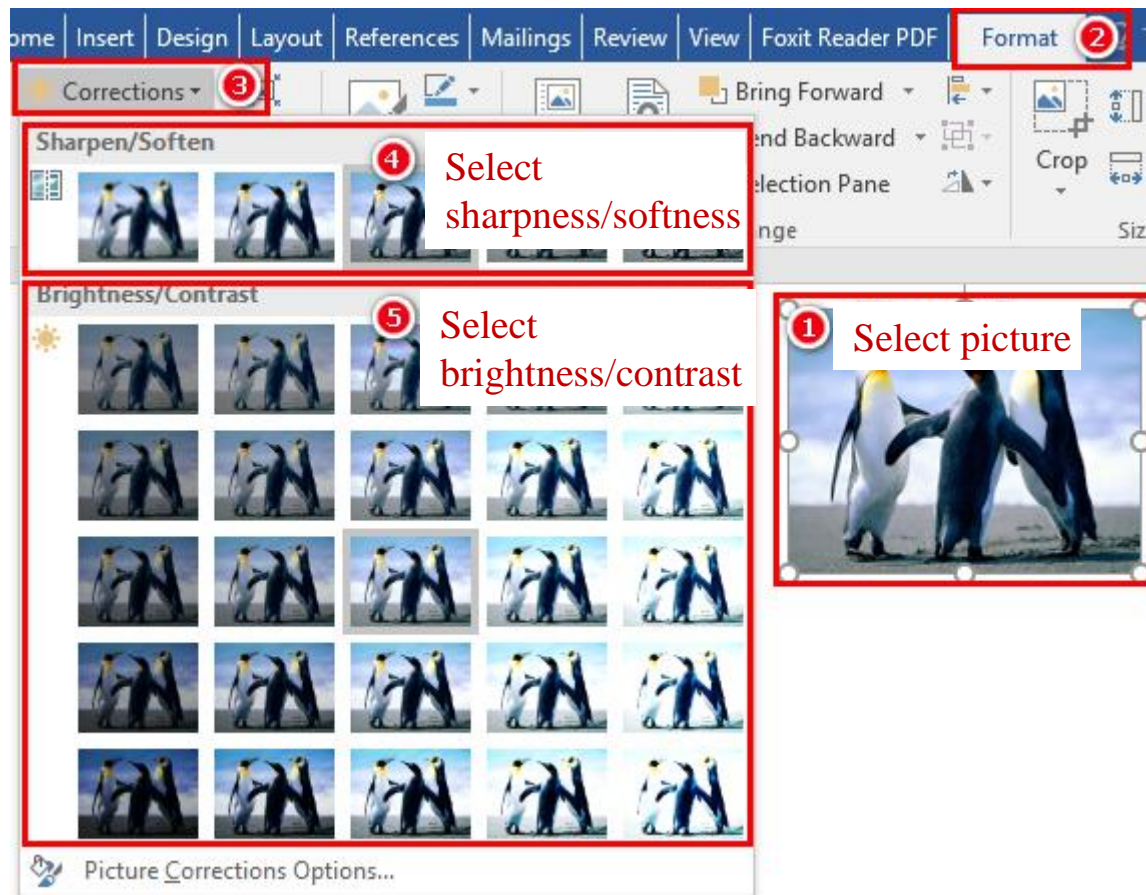
2- Format Pictures

g. Change the color of a picture



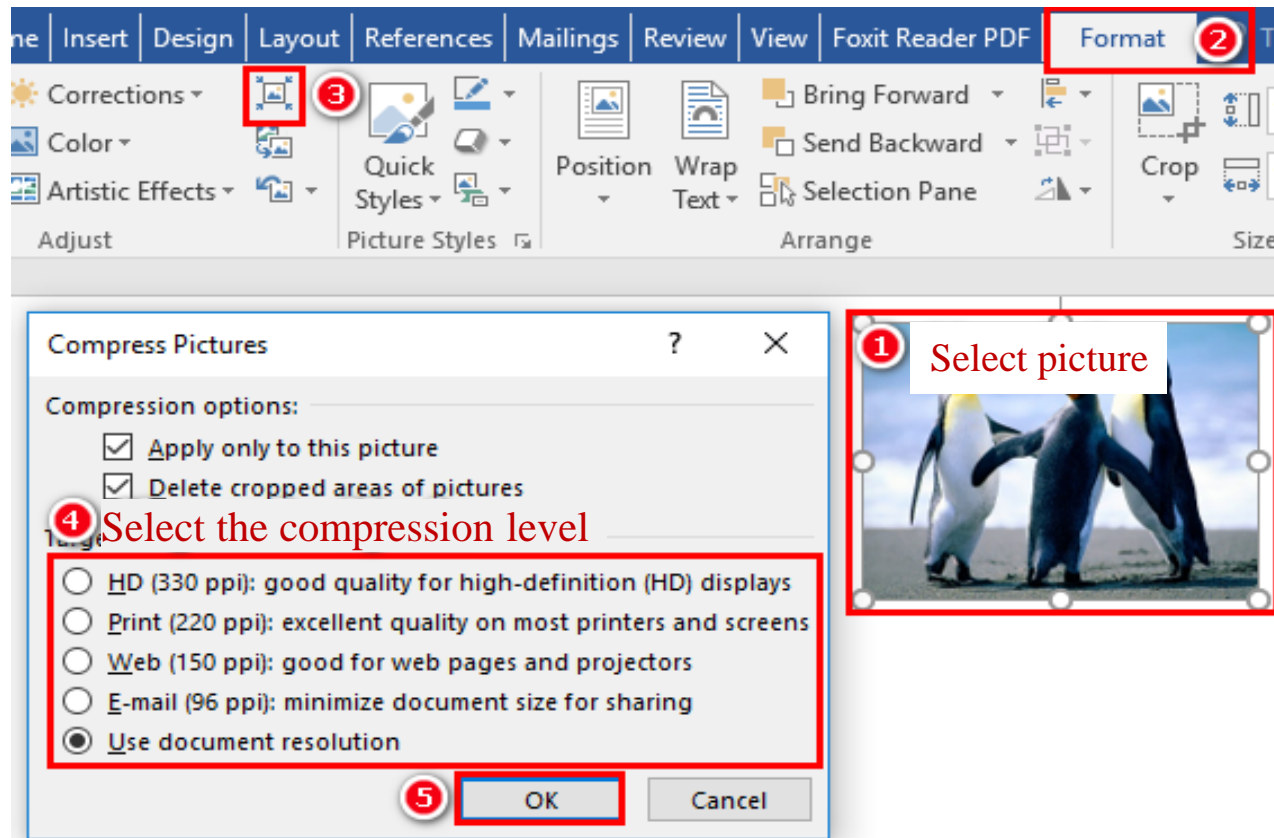
2- Format Pictures

h. Change the brightness/contrast, softness/sharpness of a picture



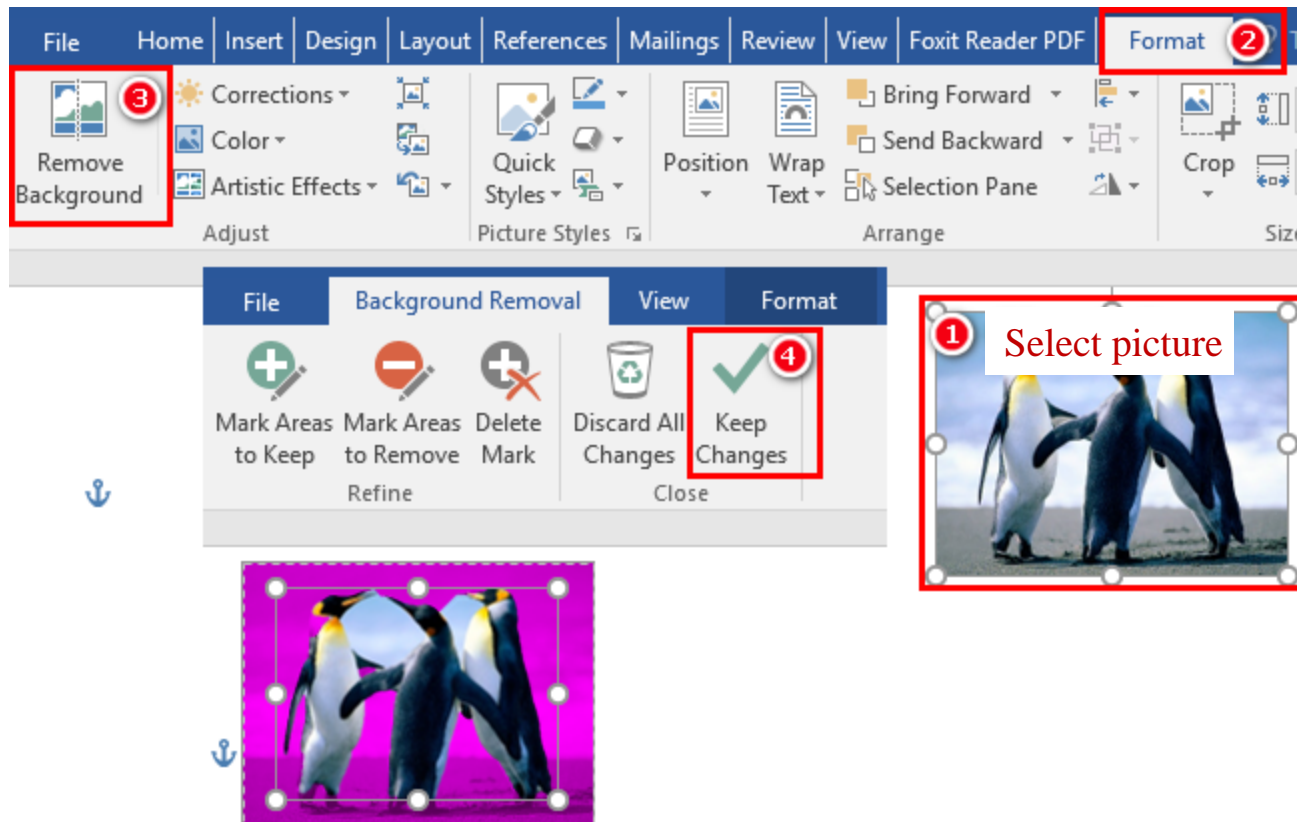
2- Format Pictures

i. Compress a picture



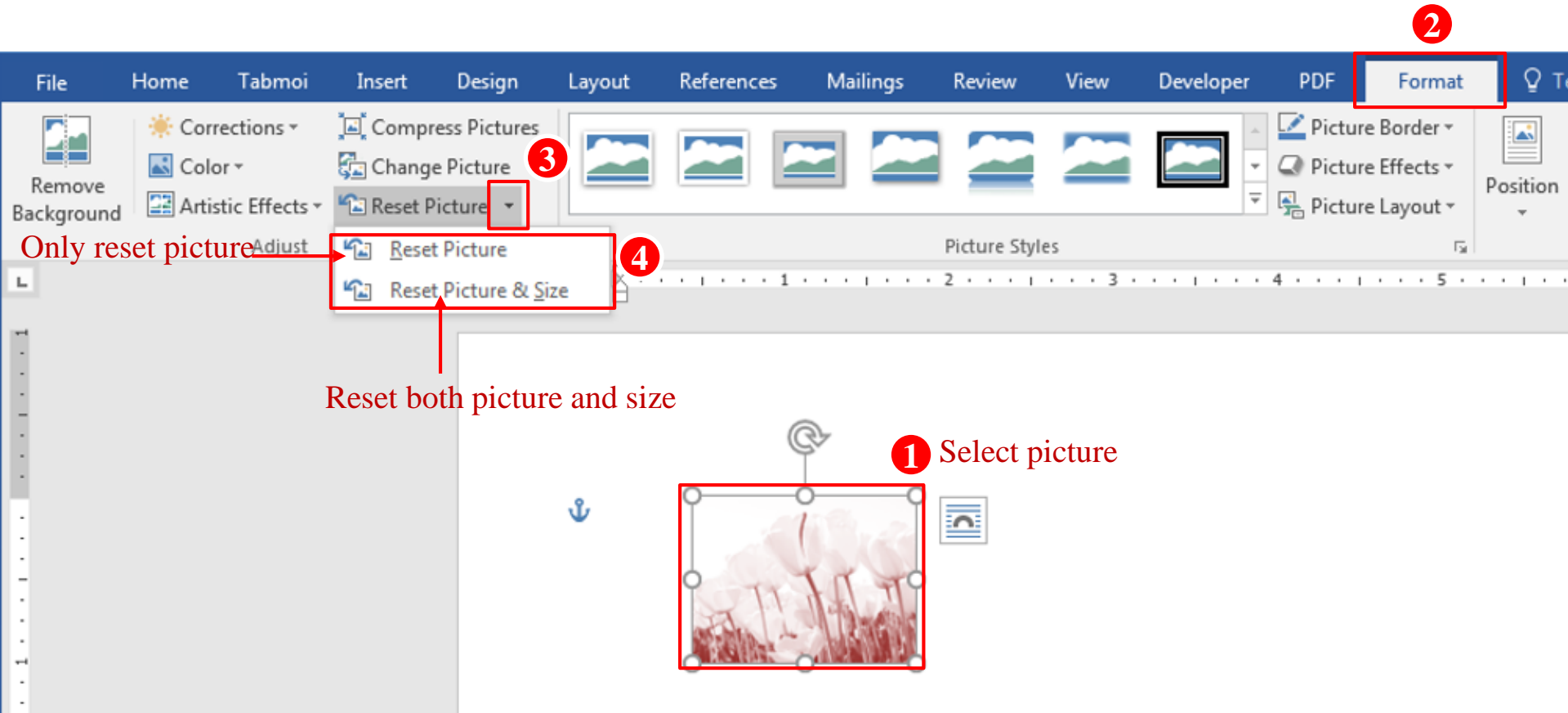
2- Format Pictures

j. Remove the background of a picture



2- Format Pictures

k. Reset a picture



The screenshot shows the Microsoft Word ribbon with the **Format** tab selected. The **Picture Styles** group is visible, containing a gallery of picture styles. A red box labeled **2** highlights the **Format** tab. A red box labeled **3** highlights the **Reset Picture** button in the **Picture Styles** gallery. A red box labeled **4** highlights the **Reset Picture** and **Reset Picture & Size** options in the dropdown menu. A red box labeled **1** highlights a picture of tulips in the document, with the text "Select picture" next to it. A red arrow points from the text "Only reset picture" to the **Reset Picture** option in the dropdown menu. Another red arrow points from the text "Reset both picture and size" to the **Reset Picture & Size** option in the dropdown menu.

2- Format Pictures

1. Change the alternative text of a picture

The screenshot illustrates the process of changing the alternative text of a picture in Microsoft Word. The steps are as follows:

- Select picture:** A picture of penguins is selected on the document.
- Format ribbon:** The 'Format' ribbon is active.
- Picture button:** The 'Picture' button in the 'Picture Styles' group is highlighted.
- Format Picture task pane:** The 'Format Picture' task pane is open, and the 'Alt Text' option is selected.
- Alt Text section:** The 'Alt Text' section is expanded, showing fields for 'Title' and 'Description'.
- Enter title and description:** The 'Title' and 'Description' fields are highlighted, indicating where to enter the alternative text.

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes

4.2 Insert and format Shapes

1/. Insert Shapes

2/. Format Shapes

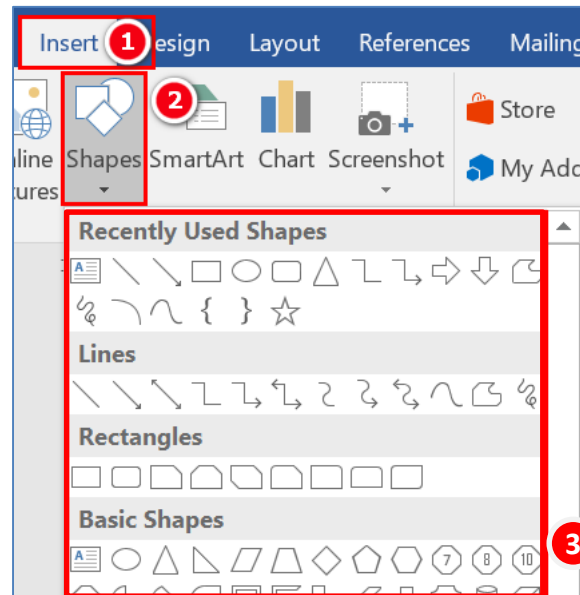
4.2 Insert and format Shapes

1/. Insert Shapes

2/. Format Shapes

1- Insert Shapes

- **Insert Shapes**



Select shape, drag and drop to draw

4.2 Insert and format Shapes

1/. Insert Shapes

2/. Format Shapes

2- Format Shapes

- a. Change the size of a shape
- b. Rotate a shape
- c. Change a shape's position
- d. Change a shape's position relative to the document
- e. Change the alternative text of a shape
- f. Edit a shape
- g. Change a shape
- h. Add text to a shape
- i. Group/ungroup shapes
- j. Format a shape (style, fill, border, effect)
- k. Format text in a shape (style, fill, border, effect)

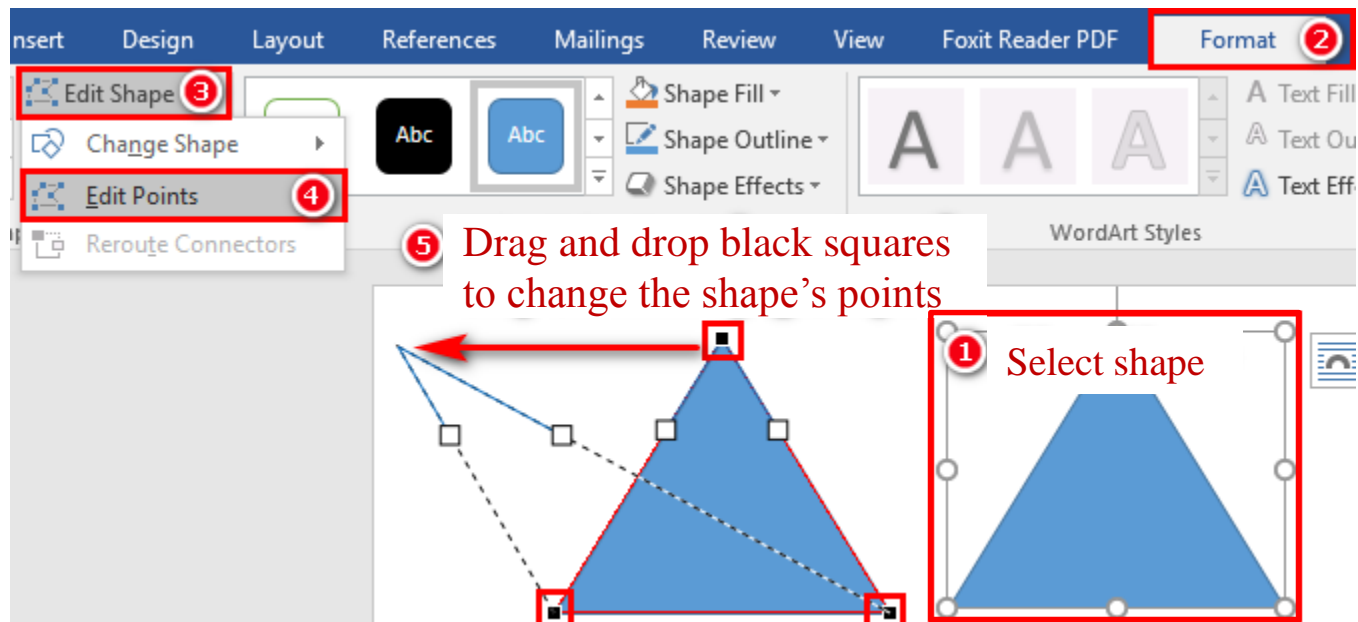
2- Format Shapes

- a. Change the size of a shape**
- b. Rotate a shape**
- c. Change a shape's position**
- d. Change a shape's position relative to the document**
- e. Change the alternative text of a shape**

Perform similarly to picture

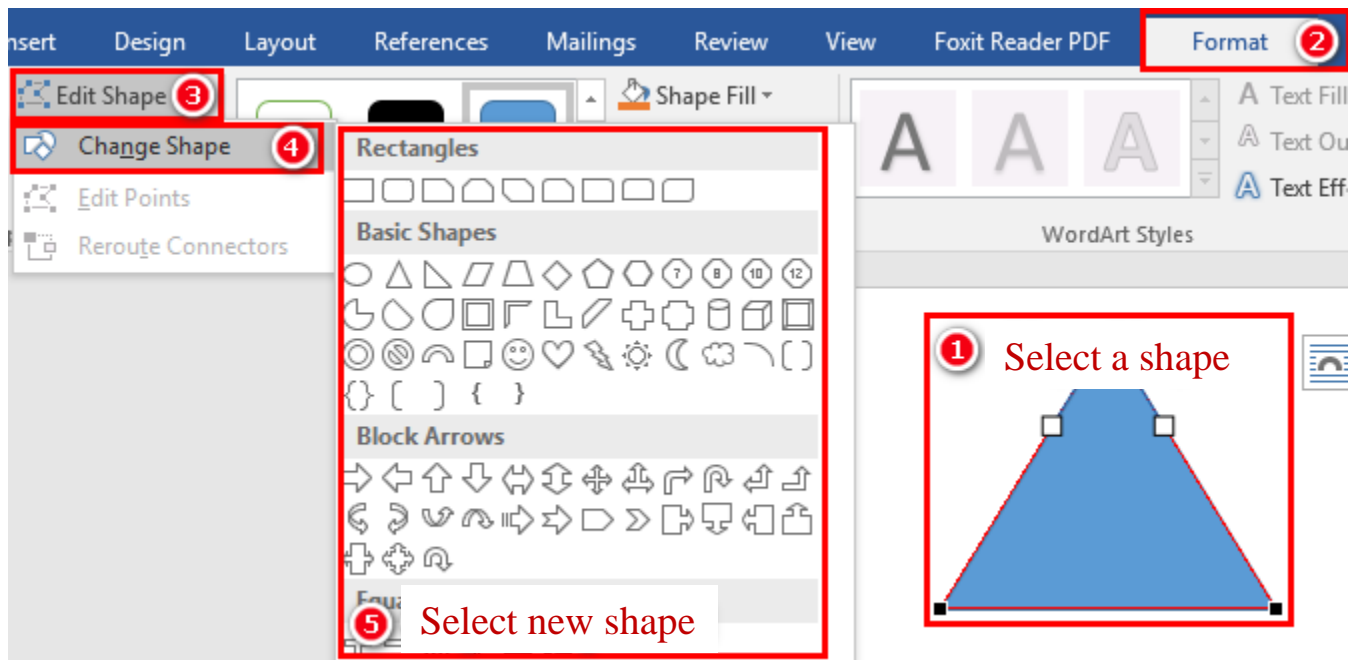
2- Format Shapes

f. Edit a shape



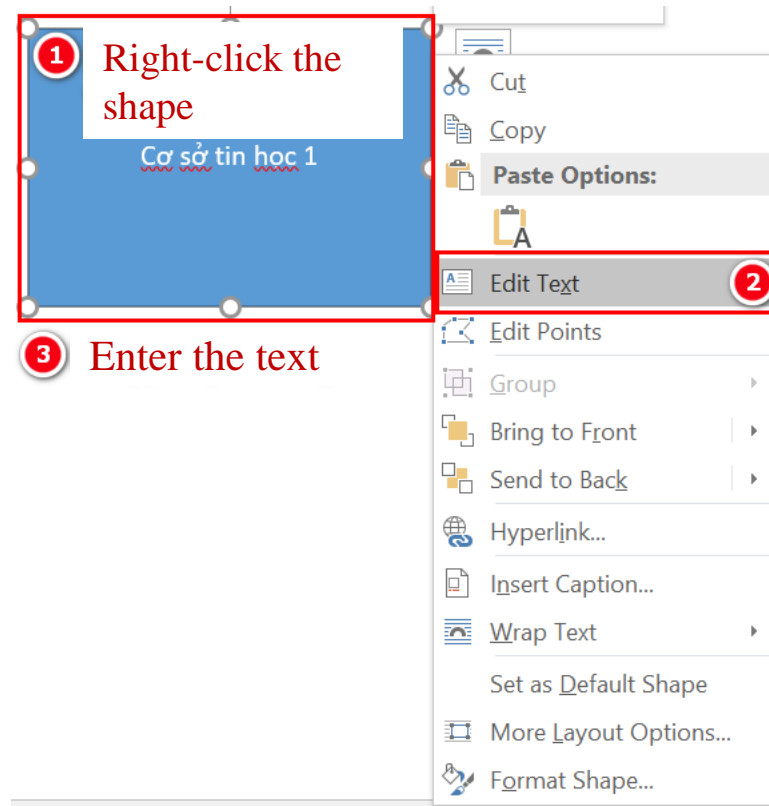
2- Format Shapes

g. Change a shape



2- Format Shapes

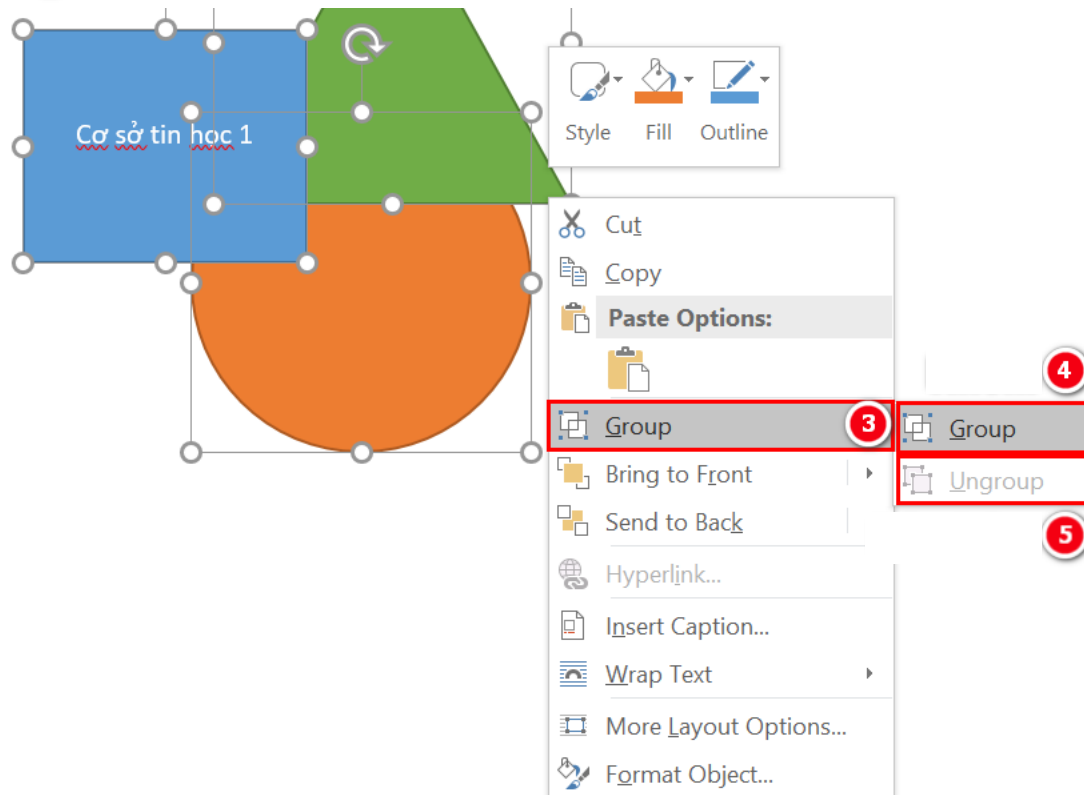
h. Add text to a shape



2- Format Shapes

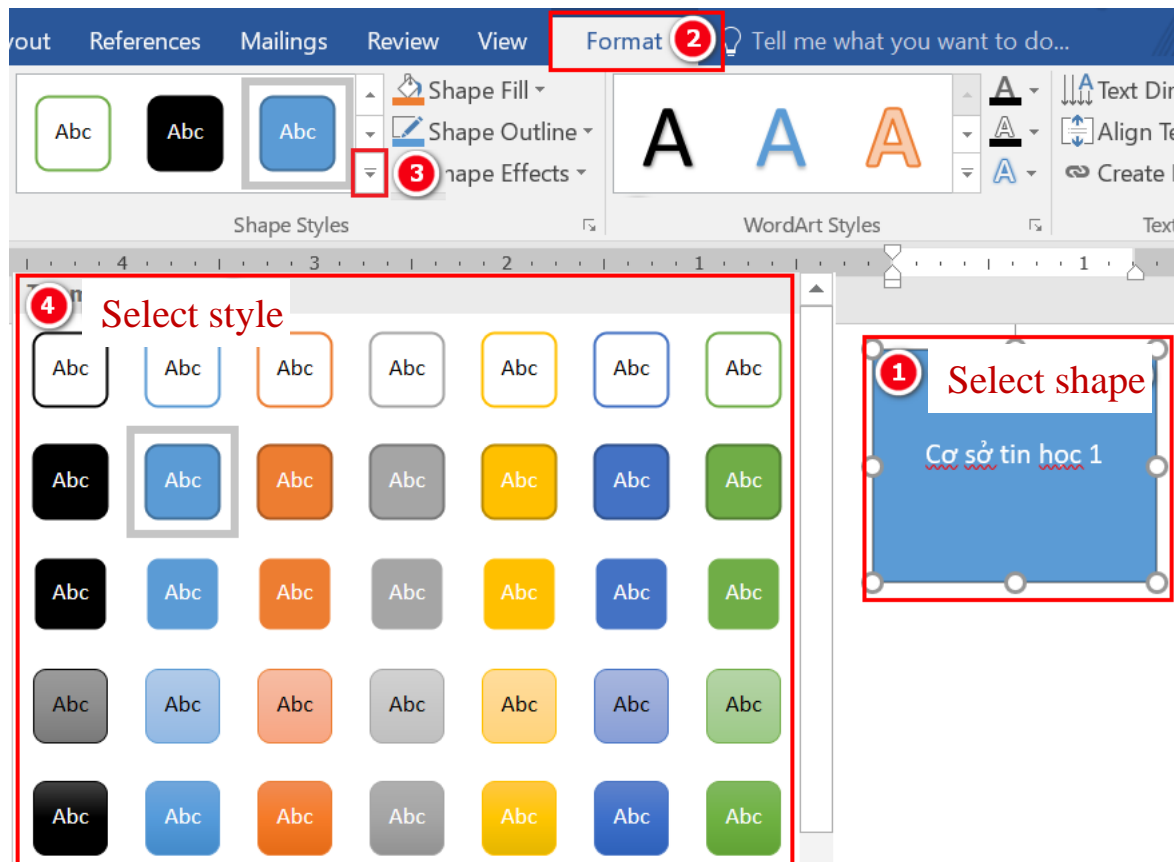
i. Group/ungroup shapes

- 1 Select shapes to group or ungroup
- 2 Right-click the selected shapes



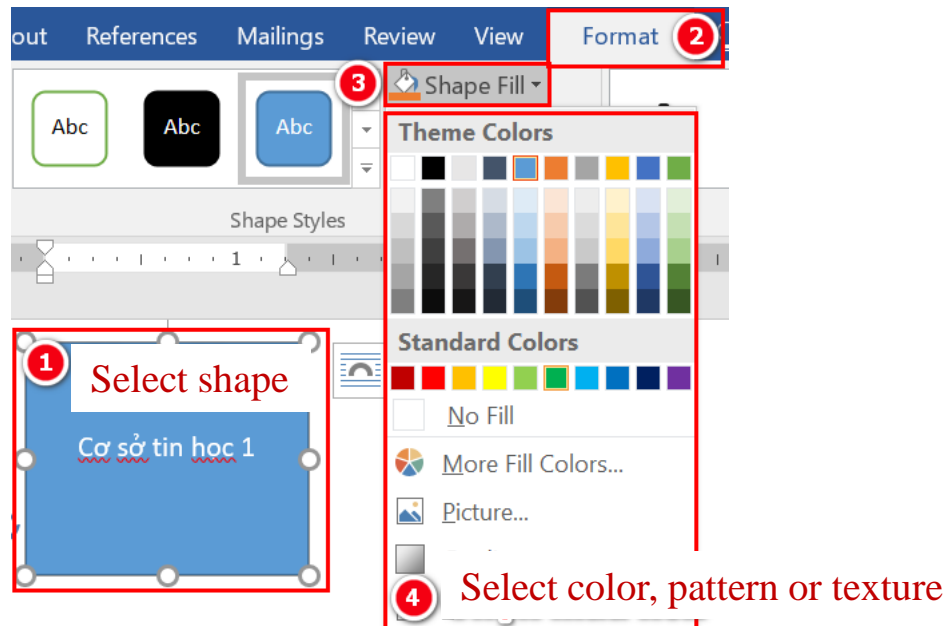
2- Format Shapes

j. Format a shape: Shape styles



2- Format Shapes

j. Format a shape: Shape fill



2- Format Shapes

j. Format a shape: Shape outline



1 Select shape

2 Format

3 Shape Outline

4 Color

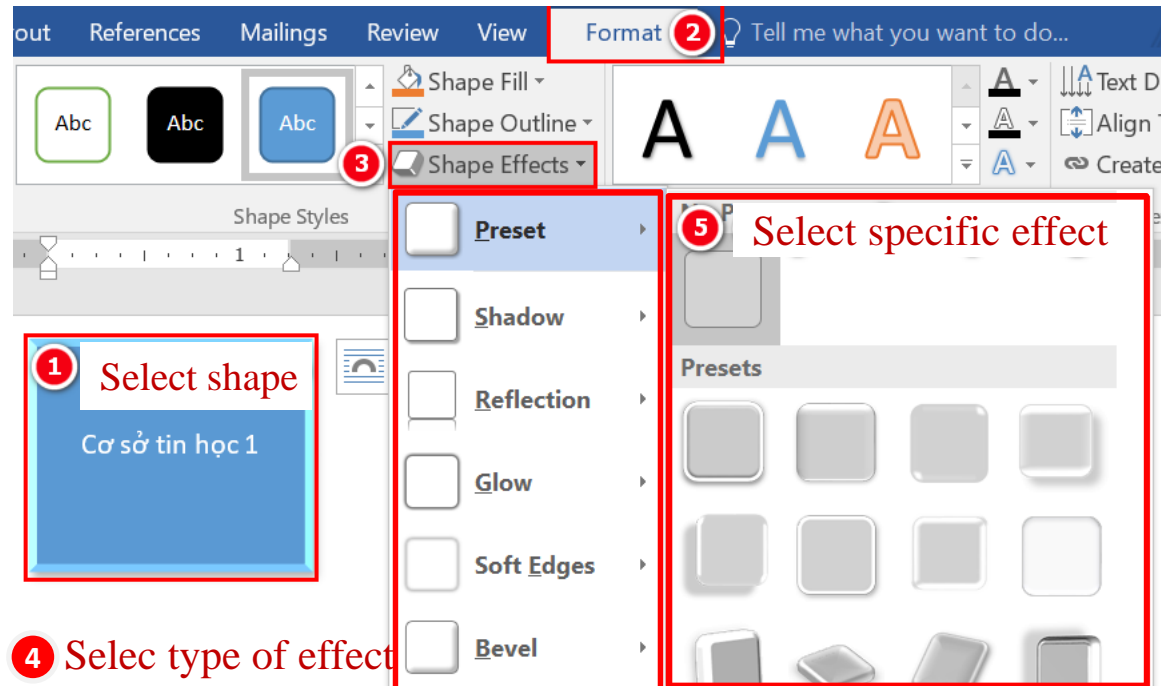
5 No Outline

6 Weight

7 Dashes

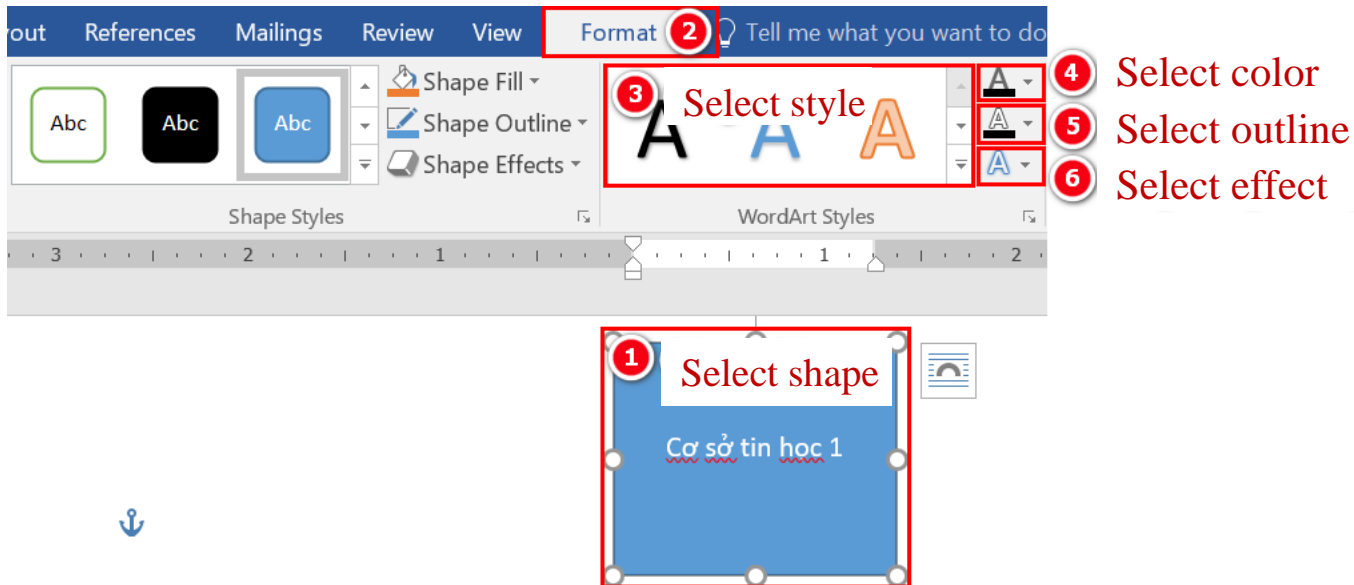
2- Format Shapes

j. Format a shape: Shape effects



2- Format Shapes

k. Format text in a shape (style, fill, outline, effect)



Format 2 Tell me what you want to do

Shape Fill Shape Outline Shape Effects

Shape Styles WordArt Styles

1 Select shape

2 Select style

3 Select color

4 Select outline

5 Select effect

6

Cơ sở tin học 1

Chapter 4. Inserting and formatting objects in a document



4.1 Insert and format Pictures

4.2 Insert and format Shapes

4.3 Insert and format WordArt, SmartArt

4.4 Insert Screenshot (Screen Clipping)

4.5 Apply and manipulate Text Boxes